

Please read instructions on reverse before completing



United States Environmental Protection Agency
Washington, DC 20460

Position Description

1. Duty Location

Boston, MA

2. Position Number

1251

3. Classification Action

a. Reference of Series and Date of Standards Used To Classify This Position

	b. Title	Service c.	Series d.	Grade e.	CLC f.
Official Allocation	Environmental Engineer	GS	819	12	
4. Supervisor's Recommendation	Environmental Engineer	GS	819	12	

5. Organizational Title of Position (if any)

6. Name of Employee

Emanuel Souza

7. Organization (Give complete organizational breakdown)

a. U. S. Environmental Protection Agency

b. Air, Pesticides, & Toxics Management Div.

c. State Air Programs Branch

d. Planning & Technical Evaluation Section

e.

f.

g.

h. EPAYS Organization Code

8. Performance Management and Recognition System (PMRS) Certification for Positions in Grades GS/GM 13-15

☐ S First or second level supervisor of 3 or more employees engaged in substantive professional, technical, or administrative work. Duties include assigning, directing, and reviewing work, evaluating performance, recommending personnel actions, training and developing employees, etc.

☐ A An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature but requires the consistent exercise of independent judgment.

☐ M A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of management duties outlined in the Supervisory Grade Evaluation Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

☐ B A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines, or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; deciding on plans or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies; not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

☒ N None of the above applies to this position. Exempt from PMRS.

9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

David B. Conroy, Chief
Planning & Technical Evaluation Section

d. Typed Name and Title of Second-Level Supervisor

Louis F. Gitto, Director
Air, Pesticides & Toxics Management Division

b. Signature

David B. Conroy

c. Date

2-28-91

e. Signature

Louis F. Gitto

f. Date

3/3/91

10. Official Classification Certification

a. ☒ This position has no known promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade -

b. Fair Labor Standards Act

☐ Nonexempt

☒ Exempt

c. Signature of Classification Official

d. Date

11. Remarks (Continue on additional sheet(s) if necessary)

12. Duties and Responsibilities

Type on plain bond paper and attach to this form. Use format shown on reverse.

POSITION DESCRIPTION
ENVIRONMENTAL ENGINEER
Emanuel Souza
GS 819 12

I. Introduction

This position is located in the Planning and Technical Evaluation Section, Air Programs Branch, Air, Pesticides and Toxics Management Division, EPA Region I. Functions of the Section include planning, developing and assessing State Implementation Plan (SIP) submittals; and providing technical assistance to state personnel responsible for preparing those submittals. Other major functions of the Section include Regional responsibility for Title I (for ground-level ozone) and Title V of the Clean Air Act Amendments of 1990, SIP Policy, the Emission Trading Program/ Policy, the Ozone Control Strategy, and portions of the AIRS facility subsystem (AFS).

The incumbent is responsible for tasks that are designed to utilize the basic education received at an accredited college of engineering to gain professional experience and a fundamental knowledge of the Section's technical/administrative programs and associated rules, regulations and policies. The incumbent is under the direct supervision of the Chief of the Planning and Technical Evaluation Section.

II. Major Duties and Responsibilities

1. The incumbent serves as the prime contact and Air Programs Coordinator for the State of Massachusetts (or other State as assigned). In this capacity, the incumbent is familiar with State regulations pertaining to stationary and mobile sources of air pollution, and updates the federally-approved SIP as revisions are approved by EPA and is familiar with all PTES activities in the State in order to brief the Section or Branch Chief on general status questions. Duties also include coordinating technical aspects of the yearly 105 Grant agreement for Massachusetts (or any other State assigned). Duties include incorporating regional and national goals as outputs in the coming year 105 Grant, and reviewing the State's performance in achieving the outputs delineated in the current year grant. The incumbent is also responsible for notifying his supervisor when grant outputs are not being achieved and making recommendations for corrective actions which may include holding back 105 grant funds. The incumbent delegates assigned federal programs to the State of Massachusetts (or any other states assigned). The incumbent reviews the States' programs to assure the States have adequate technical capabilities and resources to carry out delegated responsibilities. Additionally, the incumbent serves as the primary contact to the Massachusetts State air pollution control agencies regarding EPA policies, programs and requirements.

2. The incumbent reviews assigned SIP revisions. On all SIP revisions, responsibilities include assisting the state drafting submittals, reviewing state submittals, for administrative and technical completeness, evaluating the state's technical data/information against federally mandated criteria, recommending rulemaking action(s) EPA should take on the submittals and preparing the Federal Register notices necessary to complete rulemakings. The incumbent classifies the rulemaking action(s) taken on state submittals in accordance with H.Q. established guidelines and determines which method of SIP processing is most appropriate. The incumbent is responsible for coordinating the review of the submittal with the Section Chiefs, other Offices/Branches within the Region, and H.Q. reviewing Offices to insure that the rulemaking actions taken are legally and technically consistent with federal statutes, regulations and policies, and are processed within time requirements specified by the supervisor.

3. The incumbent reviews VOC regulations and hydrocarbon control measures for Ozone SIPs, summarizes and interprets regulations, and reviews modeling and pollutants concentration evaluations made by others. In these review functions, a working knowledge of chemistry, meteorology, and mathematics is necessary. The incumbent may be required to assemble data using statistical and mathematical principles, and then assists in using air pollution control and planning principles to determine the optimum solution to the problem.

4. The incumbent serves as the SIP contact for the region, informing the States and Regional personnel of SIP processing guidance and procedures, and participating in all national workgroups related to SIP processing. The incumbent informs States and Regional personnel of all changes in SIP processing guidance and procedures. In this capacity, the incumbent updates the Regional SIP cookbook, updates the computer disk that contains all of the example Wordperfect Federal Register notices, adds other example documents as appropriate, reviews all material for Incorporation by Reference (IBR) before it is sent to the Office of the Federal Register, and assists Regional personnel with questions on IBR procedures.

5. The incumbent serves as the contact for the CAAA requirements under Title V regarding the Small Business Stationary Source Technical and Environmental Compliance Assistance Program. The incumbent gives the States the necessary guidance to help them develop the needed programs.

6. Other duties as assigned.

III. Factor Evaluation

1. Factor 1, Knowledge Required by Position

Knowledge of professional environmental engineering concepts, principles and practices applicable to technical issues associated with moderately complex air pollution emissions problems encountered by municipal or industrial sources. Familiarity with related engineering fields, such as chemical and civil, and is required to adapt standard practices from these fields. Knowledge and skill to assess air emission levels relative to mandated regulatory requirements is also required.

2. Factor 2, Supervisory Controls

Supervisor makes assignments in the form of responsibility for specific projects. While keeping the supervisor informed, the incumbent makes decisions related to pertinent objectives and policies relevant to assigned projects. Assignments are performed independently with considerable latitude for the exercise of judgment in selecting and establishing methods for resolving complex technical problems. Work priorities are determined by the Supervisor with recommendations from the incumbent.

3. Factor 3, Guidelines

Guidelines consist of engineering manuals and publications; textbooks; congressional act, local, state and federal regulations and strategies; agency policy and program directives; publications of professional societies; and technical guidance on traditional air pollution emission sources and control technologies. Judgement and originality are required to plan and coordinate action to assure efficient and technically adequate responses to problems of individual polluters.

4. Factor 4, Complexity

Assignments involve conventional and unconventional aspects of environmental engineering as concern the federal requirements, applicable technology, and methods for controlling air pollution within the state-of-the-art, but generally involve a combination of many and varied complex features that differ from one industry to another, e.g., metallurgical, chemical, fossil fuel combustion. The employee also makes engineering economic assessments of proposed pollution control methods and plans for both States and individual new sources involving novel systems and equipment.

5. Factor 5, Scope and Effect

The purpose of the position is to provide overview of state air programs to assure they conform to established federal guidelines and criteria; investigate and analyze any of a number of varied municipal and industrial sources of air pollution for the purpose of determining their compliance status relative to applicable regulatory requirements; to identify instances of noncompliance; to prepare technically sound documentation to support the initiation of enforcement action; to supply technical assistance throughout the enforcement case development process; to evaluate the air pollution control systems and air pollution impacts from proposed new or modified sources, and to insure that State new source review programs comply with Federal requirements.

Involved are technical and administrative issues on a case-by-case basis that lead to the development and establishment of Regional policies for control of air pollution from both traditional and non-traditional stationary sources. The incumbent provides technical guidance to State air pollution control staff and reviews revisions to State air pollution control regulations to assure conformance with EPA requirements. The employee's recommendation and decisions impact regional and state environmental enforcement programs in terms of their effectiveness and the need for modifications of techniques or strategies necessary to assure conformance within federal guidelines and directives.

6. Factor 6, Personal Contacts

Personal contacts are with other engineers within the Regional office and EPA HQ, technical and management personnel of state and local government, and industry and elected officials outside the agency. Typical of these contacts are manufacturers' representatives, private engineering firms, specialists of other Federal, State and local governments, and environmental groups.

7. Factor 7, Purpose of Contacts

Contacts are utilized to explain the nature of the Agency's regulatory function and program; to discuss the technical facts relevant to a specific enforcement matter; to develop enforcement plans and negotiate compliance schedules with responsible officials of noncomplying facility; and to obtain opinions on proposed enforcement strategies from state regulatory personnel. Where conflicting interests and opinions arise the employee uses contacts to prepare sound technical justification supporting the feasibility and necessity of the recommended actions.

Contacts are also made to provide guidance to states on the adequacy of proposed revisions to their SIP's. The incumbent explains EPA regulations and policies to State, Federal, and local agency personnel as well as to the general public. The incumbent advises sources of air pollution about technical and administrative requirements concerning various source application. In this capacity, the incumbent plans, coordinates, evaluates, Agency issues and policies; negotiates changes; explains decisions rendered; verifies commitments; advises, discusses and resolves regional stationary source air pollution problems of concern; and monitors contractual efforts involving engineering studies and source compliance with Federal and State laws, regulations, guidelines, etc. The incumbent also presents and defends the agency's findings at public gatherings, public hearings, and as necessary at adjudicatory and court hearings.

8. Factor 8, Physical Demands

Work is sedentary except during regular visits to the field where there is considerable walking and climbing to adequately make technical evaluations and compliance determinations of all unit processes at a given facility.

9. Factor 9, Work Environment

Work is essentially in an office setting although, during routine visits in the field, there is exposure to unfavorable conditions such as noise, fumes and machinery. Some travel is required to inspect industrial and municipal air pollution sources, and to state offices and EPA Headquarters.

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

1 EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Name: (Print or Type) Last Souza, Jr	First EMANUEL	Middle	Birth Name
Address: Street Name and Number 116 Turner Street	City Fall River	State MA	ZIP Code 02720
Date of Birth (Month/Day/Year) 5-5-62	Social Security Number 012-56-1193		

I attest, under penalty of perjury, that I am (check a box):

- ☒ 1. A citizen or national of the United States.
- ☐ 2. An alien lawfully admitted for permanent residence (Alien Number A _____).
- ☐ 3. An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____ or Admission Number _____, expiration of employment authorization, if any _____).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature: *Emanuel Souza Jr.* Date (Month/Day/Year) *Sept. 11, 1989*

PREPARED/TRANSLATOR CERTIFICATION (To be completed if prepared by person other than the employee). I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.

Signature	Name (Print or Type)
Address (Street Name and Number)	City State Zip Code

2 EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)

Instructions:

Examine one document from List A and check the appropriate box, OR examine one document from List B and one from List C and check the appropriate boxes. Provide the Document Identification Number and Expiration Date for the document checked.

List A Documents that Establish Identity and Employment Eligibility	List B Documents that Establish Identity	List C Documents that Establish Employment Eligibility
<input type="checkbox"/> 1. United States Passport <input type="checkbox"/> 2. Certificate of United States Citizenship <input type="checkbox"/> 3. Certificate of Naturalization <input type="checkbox"/> 4. Unexpired foreign passport with attached Employment Authorization <input type="checkbox"/> 5. Alien Registration Card with photograph Document Identification # _____ Expiration Date (if any) _____	<input checked="" type="checkbox"/> 1. A State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes. (Specify State) <u><i>Massachusetts</i></u> <input type="checkbox"/> 2. U.S. Military Card <input type="checkbox"/> 3. Other (Specify document and issuing authority) _____ Document Identification # <u><i>012561193</i></u> Expiration Date (if any) <u><i>5/5/90</i></u>	<input checked="" type="checkbox"/> 1. Original Social Security Number Card (other than a card stating it is not valid for employment) <input type="checkbox"/> 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification <input type="checkbox"/> 3. Unexpired INS Employment Authorization. Specify form # _____ Document Identification # <u><i>012561193</i></u> Expiration Date (if any) <u><i>N/A</i></u>

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and to relate to the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.

Signature <u><i>Joe M. Crowley</i></u>	Name (Print or Type) <u><i>Joe M. Crowley</i></u>	Title <u><i>Personal Asst</i></u>
Employer Name <u><i>US EPA - FR Fall Bldg Boston</i></u>	Address <u><i>MA 02203</i></u>	Date <u><i>9/11/89</i></u>

Employment Eligibility Verification

NOTICE: Authority for collecting the information on this form is in Title 8, United States Code, Section 1324A, which requires employers to verify employment eligibility of individuals on a form approved by the Attorney General. This form will be used to verify the individual's eligibility for employment in the United States. Failure to present this form for inspection to officers of the Immigration and Naturalization Service or Department of Labor within the time period specified by regulation, or improper completion or retention of this form, may be a violation of the above law and may result in a civil money penalty.

Section 1. Instructions to Employee/Preparer for completing this form

Instructions for the employee.

All employees, upon being hired, must complete Section 1 of this form. Any person hired after November 6, 1986 must complete this form. (For the purpose of completion of this form the term "hired" applies to those employed, recruited or referred for a fee.)

All employees must print or type their complete name, address, date of birth, and Social Security Number. The block which correctly indicates the employee's immigration status must be checked. If the second block is checked, the employee's Alien Registration Number must be provided. If the third block is checked, the employee's Alien Registration Number or Admission Number must be provided, as well as the date of expiration of that status, if it expires.

All employees whose present names differ from birth names, because of marriage or other reasons, must print or type their birth names in the appropriate space of Section 1. Also, employees whose names change after employment verification should report these changes to their employer.

All employees must sign and date the form.

Instructions for the preparer of the form, if not the employee.

If a person assists the employee with completing this form, the preparer must certify the form by signing it and printing or typing his or her complete name and address.

Section 2. Instructions to Employer for completing this form

(For the purpose of completion of this form, the term "employer" applies to employers and those who recruit or refer for a fee.)

Employers must complete this section by examining evidence of identity and employment eligibility, and:

- checking the appropriate box in List A or boxes in both Lists B and C;
- recording the document identification number and expiration date (if any);
- recording the type of form if not specifically identified in the list;
- signing the certification section.

NOTE: Employers are responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Copies of documentation presented by an individual for the purpose of establishing identity and employment eligibility may be copied and retained for the purpose of complying with the requirements of this form and no other purpose. Any copies of documentation made for this purpose should be maintained with this form.

Name changes of employees which occur after preparation of this form should be recorded on the form by lining through the old name, printing the new name and the reason (such as marriage), and dating and initialing the changes. Employers should not attempt to delete or erase the old name in any fashion.

RETENTION OF RECORDS.

The completed form must be retained by the employer for:

- three years after the date of hiring; or
- one year after the date the employment is terminated, whichever is later.

Employers may photocopy or reprint this form as necessary.